

22 March 1976

OFFICE OF PERSONNEL MEMORANDUM NO. 70-1-6

SUBJECT: Use of CIA Letterhead Stationery


We have just conducted a thorough review of controls that are in force to insure that CIA letterhead and envelopes are used only when appropriate. After reviewing reports of the procedures in various OP offices, and upon request of the Deputy Director for Administration, the following control plan is established as policy for the Office of Personnel:

(1) Employees who are concerned with the preparation and release of external correspondence will insure the maintenance of adequate controls and understanding of the use of Agency-identified stationery. When official needs indicate that use of CIA letterhead stationery and franked envelopes are appropriate, they may be used. Generally, the use of CIA letterhead and franked envelopes will be restricted to correspondence mailed within the U.S. proper. Certain correspondence mailed via APO and FPO designations, and to Alaska, Hawaii, and Puerto Rico, may be prepared on CIA letterhead stationery but shall be mailed in envelopes showing the return address, "Office of Personnel, P.O. Box 1925, Washington, D.C. 20013" -- CIA FRANKED ENVELOPES ARE NOT TO BE USED IN OVERSEAS MAIL.

(2) The Deputy Director of the OP directorate originating the correspondence is responsible for adherence to the general policy cited above and for establishing any other criteria applicable to the activities of his office.

(3) Any correspondence which deviates from the established policy or other approved criteria must be personally released by the Division Chief after consultation with the appropriate Deputy Director.

(4) The control officers for the release of correspondence emanating from the Office of the Director of Personnel, in addition to myself, are the Deputy Director of Personnel, Executive Assistant, and Chief, Special Activities Staff.


F. W. M. Jarney
Director of Personnel

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